APPENDIX E

Task Force/Split Operations Checklist

Pre-Deployment	
User Action	**Completed**

Build an "FF" header record(s) (Section 5, paragraph 5.5.2):
    a. For a deploying unit that is a separate "AA" organization (e.g. Division Group, HHC Brigade Company) that has property.
Or
    b. For the parent UIC to maintain separate asset visibility for the forward and rear elements of subordinate units.	

Create a Derivative UIC (DUIC) using the DUIC naming convention chart and ensure it has a Task Force Code (Section 5, paragraph 5.5.3).	

Add support data to the deploying UIC/DUIC (Section 5, paragraph 5.5.4).
    a. Add a unit DODAAC.
    b. Add a DSU/SSA DODAAC.
    c. Add a PBO.	

Assign user roles for the DUIC (Section 5, paragraph 5.4).	
Print a current due in listing for each UIC (Section 10, paragraph 10.2.2). Use this listing to determine AC_ (Section 9, paragraph 9.4) and AM_ candidates (Section 9, paragraph 9.3).	
Submit AM_ and AC_ transactions to the supply support activity (Section14, paragraph 14.3.2).	
Post or cancel all suspense Asset Adjustments (Section 7, paragraph 7.4) and Lateral Transfers (Section 7, paragraph 7.5).	
Print and review the UIC Hand Receipt Listing (Section 8, paragraph 8.2.1) and System Component Listing (Section 8, paragraph 8.2.3). Determine the quantities of items to be left at the home station.	
Create task force transfer of property to the DUIC (Section 7, paragraph 7.7.3).	
Print the DA Form 3161 (Section 7, paragraph 7.7.6.d.(3)).	
Transmit the task force transfer document to the DUIC (Section 7, paragraph 7.7.6.d.(4)).	
Post the incoming task force transfer document to the DUIC (Section 7, paragraph 7.7.8).	
Print and review the Hand Receipt (Section 8, paragraph 8.2.1) and the System Component Listing of the DUIC (Section 8, paragraph 8.2.6). Verify all transferred property was posted.	

Pre-Deployment	
User Action	**Completed**
Remove the Task Force Code from the DUIC and add it to the Permanent UIC if the DUIC remains at home station (Section 5, paragraph 5.5.1).	
Update the deploying UIC/DUIC parameter tables (Section 5, paragraph 5.8).	
Update the DUIC and Permanent UIC budget data (Section 5, paragraph 5.6). Performed at the unit level only.	
Pre-Deployment (Standalone)	
Install software for standalone operation on laptop (Appendix I).	
Install software patches (Appendix I).	
Create user login accounts (Appendix I).	
Replicate data from the server to the local computer (Appendix F, paragraph F.3).	
Deployment (Standalone)	
Synchronize data with the server whenever possible (Appendix F, paragraph F.4).	
Backup data files daily. (Appendix F, paragraph F8)	
Post Deployment (Standalone)	
Synchronize data with the server (Appendix F, paragraph F.4).	
Purge the replication data from the system using the Unsetup process (Appendix F, paragraph F.4.2).	
Post Deployment	
Merge the derivative UIC with the parent unit (Section 7, paragraph 7.8.3), or lateral transfer the property to another unit (Section7, paragraph 7.5) after returning to home station.	